



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Panama		2. AGENCY State		3a. POSITION NO. A52670
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A52664, A52666				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade
a. Post Classification Authority HRO		Maintenance Mechanic (Plumber)		FSN5 FP9
b. Other				
c. Proposed by Initiating Office GSO				FSN5
6. POST TITLE OF POSITION (If different from official title) Plumber		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION US Embassy		a. First Subdivision Administrative Section		
b. Second Subdivision Facilities Maintenance Office		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of Employee _____ Date (mm-dd-yyyy)		Typed Name and Signature of Supervisor _____ Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)		Typed Name and Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION Perform as repairman for all plumbing and natural gas systems in USG properties. Also repairs other USG-owned appliances. In addition, assists in the general maintenance activities associated with office and residential problems including general repairs outside of the plumbing/gas specialty.				

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Performs maintenance and repair on plumbing and gas appliances in all USG properties, as directed by Maintenance Supervisor and Facilities Manager. Tracks preventive maintenance schedules and general performance of equipment as required.
2. Assist FSN Maintenance Supervisor and other maintenance workers in construction projects and repairs of all office and residential problems. Work is primarily based on completed work orders.
3. According to the maintenance supervisor's instructions, supports other areas of maintenance to repair appliances, perform basic carpentry, plumbing, masonry, painting, and refrigeration. Uses all hand and power tools of trades. May be called on to lift boxes, equipment or perform other types of manual labor to include furniture and appliance moves.
4. Serves as Duty Maintenance as required. This involves being on call for any maintenance problem outside of duty hours. Answers emergency calls that come from Facility Manager or the Maintenance Supervisor. 95%
5. Performs other related duties as required. Required to drive motor vehicles and forklift. 5%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

High School Diploma required.

b. Prior Work Experience:

b.Prior Work Experience: Five years of experience working as a plumber and/or with gas appliances required

c. Post Entry Training:

c. Post Entry Training: Must possess a certification in plumbing issued by the Technical Board of Engineering and Architecture).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Level I (Rudimentary knowledge) speaking/reading/writing English language is required. Level III (Good working knowledge) speaking/reading/writing Spanish language is required.

d. Job Knowledges:

Needs to know location of all offices, and be aware of what kind of systems serves each building. Also should be aware – in at least very general terms- of all agencies at post, and how they interact. Country/region: Incumbent needs to know what parts, equipment, brands, etc. is readily available in country and where. Must know local codes and requirements. Incumbent must have journeyman level skills and knowledge of plumbing and gas appliances. Familiarity with a wide range of appliance brands, and models. Excellent safety knowledge and sound understanding of tools and equipment used in plumbing and gas trades.

e. Skills and Abilities:

Must be able to assess independently how to install and/or repair all technical problems related to plumbing, pipe fitting and gas. Must be able to repair most any problem, or recommend a process to do so. Must defer to supervisor when a purchase is required. Also needs to be able to assess and repair problem with common household appliances, such as washing machines, dryers, dehumidifiers, etc. Must possess a valid Panamanian driver's license Type C.

16. POSITION ELEMENTS :

a. Supervision Received:

Directly supervised by the FSN Engineer and American FMS.

b. Supervision Exercised:

No formal direct supervision. May be required to oversee others who are not familiar with the incumbent's trade skills. May act as team leader on plumbing or gas-related projects.

c. Available Guidelines:

Post policy. Instructions from FSN Supervisors and American Facility Manager. Incumbent may be required to serve in any GSO Section in case of problems and he/she will be required to follow instructions from that section head as needed.

d. Exercise of Judgement:

Able to exercise proper judgment in use of all tools and materials. Must work in a safely manner and should be able to keep control of all the tools for all trades.

e. Authority to Make Commitments:

None

f. Nature, Level, and Purpose of Contacts:

Will be required to enter American Employees homes and Embassy offices. Must be able to work with others in GSO, American Officers and their dependents. Interact with workers and technicians of local contractors or vendors

g. Time Expected to Reach Full Performance Level:

One year